THE MAGNET

ENCOMPASS Newsletter

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Project Plan Checklist
Update

In preparation for go-live, agencies must continue to work towards completing all items on the Project Plan Checklist. The most critical tasks are:

- ***Chartfield Mapping*** – Chartfield mapping is critical to data conversion for the January cutover to ENCOMPASS. The deadline for completing core and project chartfield mapping is November 21, 2007. After November 21, the ENCOMPASS project team will assign ***default conversion values*** to all unmapped combinations. Agencies will need to map these default conversion values prior to processing transactions against them; agencies will also need to map these default conversion values before they can reconcile to the General Ledger. Therefore, completing chartfield mapping must be a priority up to November 21. If you need assistance, contact your agency OCM representative.

- ***Balancing and Reconciliation*** - At go-live, financial transactions in PeopleSoft 8.9 must balance with the Auditor of State (AOS). The ENCOMPASS project team has developed a General Ledger reconciliation report that is now available on the ENCOMPASS website (http://myshare.in.gov/sba/encompass/default.aspx). This report (PS-GEAC Balancing Summary) can be used to compare PeopleSoft GL (ACTUALS) activity to AOS GL at the object level (Actuals Ledger / FOCAD AOS Recon). Contact your agency OCM representative for assistance with balancing and reconciliation.

- ***File Formats*** - Any files imported into PeopleSoft or sent directly to AOS must be changed to match new file formats by 1/2/08. The new file formats are located on the ENCOMPASS website (http://myshare.in.gov/sba/encompass/default.aspx). Agencies are responsible for remediating their own systems to be compliant with the new standards. A sandbox environment will be available by November 15th that will allow for testing of interfaces. Please note chartfield mapping must be complete before an agency can use Sandbox. If you need to solicit contractor assistance to complete this task, please work with your agency financial staff and the State Budget Agency to determine the appropriate course of action.

- ***Training*** – ENTAP training began on November 5 and will continue through December, 2007. Please make certain that your agency PeopleSoft Financials users sign-up and attend ENTAP training.

Integration Testing
Update

The ENCOMPASS team has completed another major stage in testing activity. Integration testing ensures all enhancements and interfaces are fully tested at least once in order to confirm system capabilities. We conducted integration testing starting in mid-September running through October. The results of integration testing are as follows:

- Of the ten interfaces identified as not targeted for integration test, five were tested successfully and five will be tested during regression testing.
- A total of 64 of 71 interfaces and extensions were tested.
- 21 reports have been tested internally and were tested by the core team testing on 10/26.

The next testing stage is regression testing, which started on November 6, 2007 and runs through December 3, 2007. The purpose of regression testing is to repeat all of the previous tests in an organized way to simulate the expected business scenarios and confirm the readiness for production.

Federal, State, and Capital Funding Source
Update

Each individual Federal Grant Award Year will have a distinct Federal Funding Source assigned in the Commitment Control module. Below are some guidelines for when to use funding sources:

- Funding Sources are required for all Federal Projects and Capital Projects.
- A unique Federal Funding Source is required for every distinct Federal Grant Award and Federal Appropriation.
- A unique State Funding Source is required for every "new" State Fund that provides matching funds by State Appropriation Year.
- OMB/GMIS will create Capital Funding Sources for all State Capital Appropriations.
- OMB State Funding Sources will be created by OMB/GMIS for State Matching Funds included in the Annual Budget Bill Transfer List.
- All other Federal & State Funding Sources will be created by GMIS based upon requests from State Agencies.

For more information regarding Projects module, visit the ENCOMPASS website (https://myshare.in.gov/sba/encompass/default.aspx).

Receivers
Business Process Update

Receipt of goods a services will be required in ENCOMPASS and linked to the appropriate purchase order. The receivers process will **INCLUDE** mandatory field requirements on all receivers for the following:

- Asset Tag Number field.
- Custodian field.
- Location field be entered on all receivers.

All contracts should be encumbered in PeopleSoft (not just points 3, 4, and 5). In Jan, multiyear contracts should have a separate line for each fiscal year.

Recap of Key Communications
Visit Our Website For More Information

The ENCOMPASS team has sent several key messages to the ENCOMPASS distribution list over the past few weeks. Below is a reiteration of important information:

- Internal Control Role Matrix – The internal control role matrix is posted on the ENCOMPASS website. This matrix should be used to help determine the compatibility of roles within your agency. To locate the chart click on ENCOMPASS Documents – Internal Controls – Internal Control Role Matrix. Be sure to read the additional notes on the chart.

  Several agencies have inserted a column in the matrix to type in names of the staff who will be using each role. Additional columns could be used for numerous departments involved.

  Watch for the Town Hall slides of November 7 for an option for combining the ePro roles of Requisition and PO Entry, as this might affect your role assignments.

- New Fund Center to Fund Mapping – Please review the New Fund Center to Fund Mapping crosswalk that was placed on the ENCOMPASS website on Friday, November 2, 2007. Make sure that the crosswalk from the old Fund/Center to the new is correct for your agency. If you have any questions or do not agree with the mapping from old to new, please send an email to the ENCOMPASS email address.

- Our next Town Hall meeting is scheduled for Tuesday, December 11 (10am – 11:30am). All members of the State Financial Management community are encouraged to attend.

If you would like to be added to the ENCOMPASS distribution list, send us an email at **ENCOMPASS@sba.in.gov**.

Need Information? Have Questions?

The ENCOMPASS website no longer requires a login and password. Please visit it at anytime to get announcements and updated information. If a login screen does appear, enter your network ID and password.
ENCOMPASS Website Address: **http://myshare.in.gov/sba/encompass**

Please email us at:
encompass@sba.in.gov

If you have technical issues submit them to GMIS at
http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp